

Article I. Committee Meeting 5th March 2025 8.00pm – using Zoom

Present: Mark (Chairman), Dene (Treasurer), Ian (Welfare), Andy Hughes, Carole W (Club Secretary), Elaine, Alistair P (Membership Secretary)

Apologies: Sarah (Welfare), Richard N

Action

<p>1</p>	<p>Matters Arising from Previous Minutes:</p> <ul style="list-style-type: none"> • Policy on wearing of Club Vests /Kit, update of EA portal of policies and standards, update on directors – see new Section 3. • Paul Waldron cannot manage entries for next Tavy 13, Mark to follow up. • Tavy13 proposed date of June 8th with Armada clubs to agree • Andy asked about policy on updates to Power of 10 results. Going forward recommend send results direct. • Andy in discussion with Cameron on maintenance of website. Then look at funds available from EA for managing club websites. • Lighting – either spend up to approx £7000 to replace ‘as is’ or get to upgrade to protective units of additional £10000. Dene suggested approaching local firms for sponsorship, Look at companies such as EDF who sponsor other Athletics clubs. To provide Carole with details of potential sponsors so she can draft letter for request. • Elaine and Mark to discuss funding requirements to maintain cage and nets, look at suppliers – check with other Armada clubs. • Elaine highlighted that the padlock on the portable 	<p>MW</p> <p>MW</p> <p>AH</p> <p>DM/CW</p> <p>EF/MW</p>
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	<p>loos had gone, Dene still waiting reply on request</p> <ul style="list-style-type: none"> • Welcome pack for juniors that was sent out by Elaine needs to be reviewed by Alastair. 	<p>DM</p> <p>AP</p>
2	<p>Treasurers Report:</p> <p>Dene produced her report prior to the meeting.</p> <ul style="list-style-type: none"> • Once invoice outstanding for £25 for use of our tables. • Awaiting invoices from Shaun for Awards Evening. • High balances but substantial amount will be paid to EA in April. Also bills to come for Primary School Challenge. • We need to invoice RFRF up to date. • Membership fees are coming in. Chased last week. • Primary School Challenge money still coming in. • Still awaiting end of year accounts from Keiran Stocker. Have chased him again and he told me they will be ready for our March meeting. • Everything else is self-explanatory. • Net operating profit for February 2025 is £6,672.26. • Alastair asked if discount on fees given if struggling to pay. No discount but can spread cost with agreement by treasurer. Advice is to contact club – this is in the Joining email, to add to website. • Review at start of 2026 the fees for U11s, as they do not pay EA affiliation fees. 	<p>AH</p>
3	<p>Club Policies:</p> <ul style="list-style-type: none"> • Policy on wearing of Club Vests /Kit, draft policy on travel and other expenses sent out for review by committee. Also sent out draft Guidance on training 	<p>All</p>

	<p>in extreme weather for review</p> <ul style="list-style-type: none"> • Need update of EA portal of policies and standards, like to get to 100% for gold standard (can help for future funding requests). Mark sent out drafts for review on Data Privacy & Equality, Diversion and Inclusion. To upload onto EA portal once approved by committee. • To update directors with Companies House and Trustees for Charity Commission. MW to circulate list to proposed Trustees to agree • Andy asked about policy on club name to use when entering races, Mark to include in policy on wearing club vests etc. For info the official club name is Tavistock Athletic Club. 	<p>All MW/DM</p> <p>MW</p>
4	<p>Coaching & Competition:</p> <ul style="list-style-type: none"> • Need to define roles in Race management – Race director, Volunteer co-ordinator, Entries administrator. This will help greatly to spread workload. • Mark to see if new member who has coaching qualifications will join coaching team, potentially as coaching co-ordinator. • Tavy5, arranged for course to be re-measured. • Elaine suggested we should have later sprint groups as currently the 5-6 slot on Tuesday is too early for some juniors. Look at setting up rota with coaches and assistants. • To look at guidance required for junior coaches on numbers in training groups. Refer to EA guidance and recommended practices - suggest asking regional representative. Consider when DBS checks are needed. 	<p>MW/RN</p> <p>MW</p> <p>All</p> <p>MW/IC</p>

	<ul style="list-style-type: none"> Mark set up zoom meeting next week for Working group on PSC (30th March). 	
5	<p>Facilities:</p> <ul style="list-style-type: none"> Elaine asked if toilets usable (after been blown over), Dene confirmed they are as they have been refurbished. Agreed to move to previous location and look at placing on concrete block and securing better to prevent blowing over. 	MW
6	<p>AOB</p> <ul style="list-style-type: none"> Alastair noted that 5 athletes selected for Devon's team Sportshall. Andy advised that he is going to tidy up website, remove old policies etc. 	
	<p align="center">Date of Next Zoom Meeting Wednesday 9th April 2025</p>	